



Browse for a Cost Center

Overview


The Cost Center Browse pop-up window allows searching for active Cost Centers for the logged-in UIC.


Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Cost Center Browse pop-up window

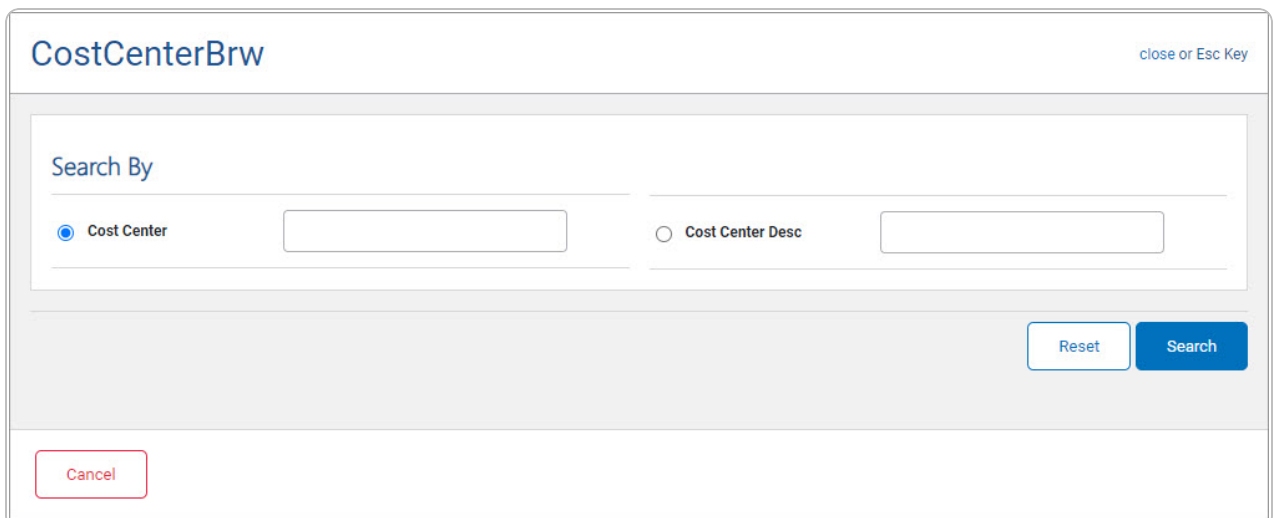
Procedures

Browse for a Cost Center

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Cost Center Browse** pop-up window appears.





Help Reference Guide

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.
 - Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select . Results display in the Cost Center Results Grid below.

CostCenterBrw

close or Esc Key

Search By

☒ Cost Center

☐ Cost Center Desc

Reset

Search

Select	Cost Center	Cost Center Desc
Select	5H122	SEAN IS TESTING
Select	ABCDE	BPG COST CENTER
Select	AMMO	AMMO
Select	ENGINE	ENGINE
Select	HELPTST	HELP TEST 6

Cancel

4. Choose the Select hyperlink next to the desired Cost Center. *The pop-up window closes and the selected Cost Center appears in the previous screen.*

